



MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 3.1.103	Subject: INCOMING/OUTGOING FREIGHT
Chapter 3: INSTITUTIONAL OPERATIONS	Page 1 of 2
Section 1: Security and Control	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 3/10/97

I. POLICY: This policy will govern all freight coming into and out of the Montana State Prison, whether through a common carrier, private carrier, vendor delivery, U.S. Postal Service, UPS, etc. All operations at Montana State Prison will adhere to this policy, without exceptions.

II. AUTHORITY: MSP 1.1.3 Organization & Responsibility

III. PROCEDURES:

1. All incoming shipments of freight packages/merchandise will be handled at the following locations depending on the freight involved. These locations are as listed below:
 - a. Prison Mail Room
 - b. Prison Warehouse
 - c. Ranch Log Cabin Office Building

The Prison Mail Room will receive all mail as through the deliveries by the U.S. Postal Service.

For all other freight deliveries, the shipper will stop at either the Prison Warehouse or the Ranch Log Cabin Office for clearance and disposition of the freight enclosed. The location of where the freight carrier/vendor will stop will be dependent on the operation ordering the merchandise. Freight deliveries outside of the fenced compound will be restricted to the Log Cabin Office, Dairy and Ranch Warehouse. No deliveries will be made directly to the Logging Yard or EMS Shop unless the appropriate Industries / Ranch Supervisor escorts the vendor to the location from the Warehouse or Ranch Log Cabin after clearance is granted.

The following procedure will be followed for all freight deliveries/vendor stops at the Ranch Log Cabin:

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- a. For all freight to be received and dropped off at the Ranch Log Cabin, all packages will be physically opened and inspected by a staff member. Based upon the clearance of the package it will be routed to the appropriate location for disposition.

IV. FREIGHT SHIPMENTS OUT:

For all freight to be shipped out of the institution, the Prison Warehouse and Mail Room will handle the shipments out according to their existing policies.

For all Industries operations shipments out, the supervisor of the appropriate location will physically inspect the package being prepared for shipment. In addition, a merchandise return form will be completed with copies going to the appropriate location through established procedures. A staff member will also supervise the physical loading of all freight.

V. ENFORCEMENT:

The provisions of this policy will be enforced through coordination between the Prison Warehouse, Ranch Office and Security. For vendors that do not follow procedures, security will escort from the premises. For vendors who continue to violate procedures, the prison will look at barring future business with these vendors.

CLOSING:

Questions concerning this policy can be directed to the Warden's Office.

BB/gmb